Center of Excellence for Learning Sciences

TECTA Leadership Advisor

COMPENSATION: $20.52 – $23.08 an hour
JOB CLOSE DATE: December 31, 2021
STATUS: Contractual Employee
LOCATION: Remote location, servicing Counties in West Tennessee

The TECTA program at Tennessee State University is hiring for the TECTA Leadership Advisor position. This is a grant funded, contractual position that will be renewed annually contingent on the renewal of funding for TECTA. This position works with the Tennessee Early Childhood Program Administrator Credential (TECPAC) program and will be responsible for the following tasks:

- Provide leadership learning opportunities regionally and support program administrators to improve the quality of child care programs.
- Create and lead support groups for cohorts of directors of specific training under the direction of the program manager
- Collaborate with local early care and education programs, professional organizations, community agencies, businesses, industries and families in our service area to ensure that the training and education needs of state-regulated child care programs are fully met.
- Obtain and maintain reliability in the Program Administrator Scale (PAS) and Business Administrator Scale (BAS) and stay abreast of trends and changes as it relates to the PAS-BAS.
- Provide leadership and support to program administrators or organizations and partner agencies through committee memberships, conference presentations, technical assistance and related special projects at the local, state and national level.
- Provide support to partnering agencies providing TECTA funded programs such as program accreditation through marketing, networking and technical assistance
- Travel to early childhood programs in their region for scheduled trainings, support meetings and to provide technical assistance.
- Assist the Program Manager in reporting TECTA program related data and statistics and with
- Assist program manager with TECPAC academy as needed
- Keep current in State of Tennessee Child Care Licensing requirements, current literature and research related to child development, the child care field and the child care workforce.
- Perform other job-related duties as assigned.
- Regional travel will be required, including night and weekend work due to scheduled trainings.

Skills

Excellent oral, written communication and presentation skills. The ability to organize, prioritize/reprioritize, review and monitor systems efficiently to provide reports and deliver feedback effectively. Must be able to multi-task between large projects, meeting deadlines. Must have working knowledge of Tennessee Child Care Licensing requirements. Knowledge of training techniques for adult learners and the specific needs of the program administrators. Must have proficiency in MS Word, Excel, email, scanning, electronic contract routing systems, and electronic record keeping.

Education and Experiences

Requires a Baccalaureate degree in Early Childhood Education, Child Development or related field, with extensive knowledge of child development and early childhood education programs. Have knowledge of TN state licensing requirements. Experience of a minimum of two years related to Early Childhood Education or Child Development. Experience with work procession and computer data collection.

Interested candidates should email their resume and cover letter to Donita Flippin at dflippi1@tnstate.edu. The subject line must read "TECTA LEADERSHIP ADVISOR". Resume's will be accepted until Job Close Date.